TOL Role-Based Account Administration

For 28 Dec 2003 TOL Update

Role-based System

- TOL has improved the security of the system by moving from a permission-based to a role-based administration system
- Roles are groups of permissions

What SAs Can Do

- Administer specific roles; SAs can assign the respective roles to users
- Current preset permissions for the existing TOL Manager roles are maintained under the new Roles and Registration TOL update
- Multi-MTF registration, search, and account administration (This functionality partially replaces the need for *_mtfsysmgr accounts)

What SAs Cannot Do

- Access and assign all roles to every user, to include themselves
- SAs cannot access specific role functionality unless the role is assigned to that particular SA

Welcome to TRICARE Online Registration!

Personal Data - Privacy Act of 1974 (PL 93-579)

Only eligible Beneficiaries and authorized TRICARE Users (e.g. Healthcare Providers, Prime Contractors, TOL Managers, and Health Benefits Advisors) are eligible to register and create an account on this site.

Please select the choices that apply to you.

You may select any one of the following:

Are you a Healthcare Provider? ○	Registering as a **HEALTHCARE PROVIDER** means you are a credentialed provider who treats an assigned patient population.. For example, you may be a Physician, a Physician's Assistant, or a Nurse Practitioner.
Are you Medical Support Staff? ○	Registering as a **MEDICAL SUPPORT STAFF** member means you provide managerial, clinical, and/or administrative support at a Military Treatment Facility (MTF). For example, you may be a Health Benefits Advisor, EWRAS Transcriptionist, or an Appointing Clerk.
Are you a Managed Care Support Contractor? ○	Registering as a **MANAGED CARE SUPPORT CONTRACTOR** (MCSC)means that you assist the Regional Directors and MTF Commanders in operating an integrated health care delivery system .

Are you a Beneficiary? ☐	Registering as a **BENEFICIARY** means you have TRICARE as your health insurance. For example, you may be Active Duty, a Selected Reservist greater than 179 days, a Dependent, or a Retiree.
Are you a TOL Manager ? ☐	Registering as a **TOL MANAGER** means you will be involved with TRICARE Online web page development and/or account management at your facility.

TRICARE Online

Home

Search

Log On | Help | Appointments | Claims | Dental | Enrollment | Pharmacy

- Site Registration
  - Patient Registration Only (Beneficiary)
  - Other TOL Users (Providers, Med Support, MCSC, TOL Managers)
- My Personal Health Information
- Services and Benefits
- General Health Info
- Kids
- Providers and TOL Managers
- Government Service Links

TRICARE Online Registration (Personal Information)

Personal Data - Privacy Act of 1974 (PL 93-579)

Rank

The following is a list of Military Treatment Facilities (and their associated Clinics) within the location you selected.

*** Please select only one as your Primary MTF from the list below:**

My Medical Treatment Facility (MTF)

11th Medical Group, Bolling AFB
Andrew Rader U.S. Army Health Clinic
Andrews AFB/Malcolm Grow Medical Center - 89th Medical Grou
Barquist Army Health Clinic, Ft Detrick
Branch Medical Clinic, Dahlgren
Branch Medical Clinic, Earle

User Group

Help Desk Tier 1

Submit

Your Healthcare Team:

TRICARE Online

National Capitol
Northeast
1-888-999-5195
Sierra

Log Off | Help | Appointments | Claims | Dental | Enrollment | Pharmacy

me

Search

- y Web Page
- ervices and Benefits
- eneral Health Info
- y Health Journal and ools
- y Healthcare Team
- y Training
- avorites
- esktop Tools
- Manage Account
- Change Password
- Edit Security Questions
- Personal Health Manager Settings
- Administer Accounts
- Change Password on DEERS
- Update Site's DEERS Password
- Administer Clinics
- Web Site Metrics
- Administer MTFs
- Administer Regions
- Administer Roles
- Administer Training

DeWitt Army Community Hospital

11/28/2003

9501 Farrell Road
Fort Belvoir, VA 22060-5901

Get driving directions to your MTF!

Announcements

News Articles

MTF

Bit News! R2P1 is coming
TOL will soon have exciting new features.

Col Loree Sutton
DeWitt Health Care Network
Commander

Mission Statement

Mission: To provide our beneficiaries ready access to the appropriate level of quality, comprehensive

1

2

My Web Page
Services and Benefits
General Health Info
My Health Journal and Tools
My Healthcare Team
My Training
Favorites
Desktop Tools
Manage Account
Change Password
Edit Security Questions
Personal Health Manager Settings
Administer Accounts
Request Account Transfer
Government Service Links
Secure Messaging
Provider Resources

TOL Account Administration

Personal Data - Privacy Act of 1974 (PL 93-579)

You can search for a user by Full Name, Username, FMP/SSN or FID:

Full Name:

Username:

FMP/SSN or FID: *e.g. 20/222884444*

Beneficiary:

(Will perform a system search for only those users who do not have Provider or Manager access to TRICARE Online.)

Beneficiary/Provider/Manager/Medical Support Staff:

(Will perform a system search for any user that is classified as a beneficiary, provider, manager, or medical support staff.)

Provider/Manager:

MTF: Naval Hospital Camp Lejeune

Search

My Web Page
Services and Benefits
General Health Info
My Health Journal and Tools
My Healthcare Team
My Training
Favorites
Desktop Tools
Manage Account
Change Password
Edit Security Questions
Personal Health Manager Settings
Administer Accounts
Administer Clinics
Web Site Metrics
MTF Server Status
Manage Appointing Parameters
Request Account Transfer
PCM Server Status
Government Service Links
Secure Messaging

TOL Account Administration

Personal Data - Privacy Act of 1974 (PL 93-579)

You can search for a user by Full Name, Username, FMP/SSN or FID:

Full Name:

Username:

FMP/SSN or FID: *e.g. 20/222884444*

Beneficiary:

(Will perform a system search for only those users who do not have Provider or Manager access to TRICARE Online.)

Beneficiary/Provider/Manager/Medical Support Staff:

(Will perform a system search for any user that is classified as a beneficiary, provider, manager, or medical support staff.)

Provider/Manager:

MTF: 11th Medical Group, Bolling AFB

- 11th Medical Group, Bolling AFB
- Andrew Rader U.S. Army Health Clinic
- Andrews AFB/Malcolm Grow Medical Center - 89th Medical Group

Search

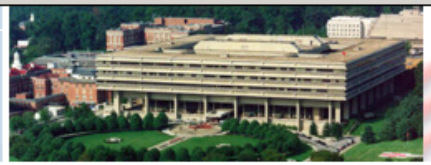
TOL Account Administration

Personal Data - Privacy Act of 1974 (PL 93-579)

Search Results User List

Full Name	Username	FMP/SSN	Status
d, d	testbunnies	20/854454545	active

Search Again



Your Healthcare Team:

TRICARE Online

National Capitol
Northeast
1-888-999-5195
Sierra

Home

Search

Log Off | Help | Appointments | Claims | Dental | Enrollment | Pharmacy

- My Web Page
- Services and Benefits
- General Health Info
- My Health Journal and Tools
- My Healthcare Team
- My Training
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  - Administer MTFs
  - Administer Regions
  - Administer Roles
  - Administer Training Accounts

TOL Account Administration

Personal Data - Privacy Act of 1974 (PL 93-579)

Full Name	Username	FMP/SSN	Email	Acct Valid	Acc Locl
REVIEWERFOUR NAS	**stgnasreviewer4**	**00/622313131**	**ishiharal@saic.com**	**YES**	**NO**

Roles Available:

Appointing POC
Beneficiary
EWRAS_Enter_Network_Results
EWRAS_Provider
EWRAS_Review_Administrator
EWRAS_Reviewer
EWRAS_Rules_Manager
EWRAS_Specialist
EWRAS_Transcriptionist
Help Desk Tier 1

< >

Roles Assigned:

NAS_Approver
Provider
TOL Manager

Update

Primary MTF: **Dewitt Army Community Hospital**

Primary Clinic: **NUTRITION CARE CL DW**

Secondary MTFs:

MTFs (Available): **MTFs (Member Of):**

General Health Info
My Health Journal and Tools
My Healthcare Team
My Training
Favorites
Desktop Tools
Manage Account
Change Password
Edit Security Questions
Personal Health Manager Settings
Administer Accounts
Change Password on DEERS
Update Site's DEERS Password
Administer Clinics
Web Site Metrics
Administer MTFs
Administer Regions
Administer Roles
Administer Training Accounts
Audit Log
Administer CHCS Hosts

Primary MTF: **11th Medical Group, Bolling AFB**

Primary Clinic: **Aerospace Medicine, Bolling**

Secondary MTFs:

MTFs (Available):		MTFs (Member Of):
Barquist Army Health Clinic, Ft Detrick Branch Medical Clinic, Dahlgren Branch Medical Clinic, Earle Branch Medical Clinic, Indian Head Branch Medical Clinic, Lakehurst Branch Medical Clinic, Mechanicsburg Branch Medical Clinic, Naval Air Facility Washington Branch Medical Clinic, Sugar Grove Branch Medical Clinic, Washington Navy Yard Branch Medical Clinic, Willow Grove	< >	Andrew Rader U.S. Army Health Clinic Andrews AFB/Malcolm Grow Medical Center - 89th Medic

Update

Change Password: Change Password

The password must contain at least eight (8) characters, with at least one numeric character, one capital and lower case letter, character.

Change Name:

Last Name

First Name

Notes

- The new multi-MTF capability allows MTF SAs to search for users within the MTFs that the SA selected during his/her own registration.
- Therefore, anyone serving as an MTF SA, during registration, should assign themselves all the MTFs, within their region, that the users they administer may need.
- MTF SA access to available roles and MTFs they can administer and assign to other users is determined by the default roles and the MTFs the SA selected during his/her own registration.

Lesson Summary

In this lesson you learned to:

- Administer accounts in TOL using roles
- Use Desktop Tools > Administer Accounts to access TOL accounts
- Search for user accounts
- Add/Remove role(s) to user accounts
- Add/Remove MTF(s) to user accounts